Self-Registration for New Users of USALearning Website

Please Note: These instructions are not intended to be interactive with the USALearning registration website. It is highly recommended that you print a copy of these instructions to use as a reference as you go through the registration.

Introduction

This document provides step-by-step instructions to enable you to self-register on the site. There are three distinct steps you must perform to create, activate, and validate your account. The steps are:

- Step 1: Complete the New User Registration Process
- Step 2: Complete the Account Activation Process
- Step 3: Logon to USALearning.gov

All fields marked with an asterisk* are required to be completed. **NOTE: All** information you enter into the website is stored in a secure federal database. Please do not falsify any of the registration information.

<u>Prior to</u> beginning the new user registration process, please carefully read through all the instructions. Make a note of the personnel-related items of information required, such as your Entry on Duty (EOD) and Entry on Position (EOP) dates. Your EOD date is the date you started work for the Federal Government. Your EOP date is the date you started work in your current position with the Federal Government. You will need Month and Year information. You will be able to select your Organization (Independent Agency) and Agency (Office of Personnel Management) from drop-down menus within the New User Registration screens. However, you will have to manually enter a division entry (i.e. HCLMSA).

Self-Registration Instructions Step #1: New User Registration Process

Proceed to the New User Registration page to begin registration by entering the following: Uniform Resource Locator (URL):

https://www.usalearning.gov/training/userforms/userprofile.cfm?room=register

&roomaction=register

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Figure 1. New User Registration Page 1 of 3

Complete the following information as shown in figure 1 above:

- a) Enter your Last Name
- b) Enter your First Name
- c) Enter your Email address
- d) Enter your **DOL Email address** again in the Confirm Email field to confirm your email address
- e) Enter your **Social Security Number** (format: xxx xx xxxxx)
- To view the Privacy Act Information, select the red hyperlink text, Privacy Act Statement on the screen
- f) Select Independent Agency from the Organization drop down box
- g) Click Next at the bottom of this screen to continue with registration

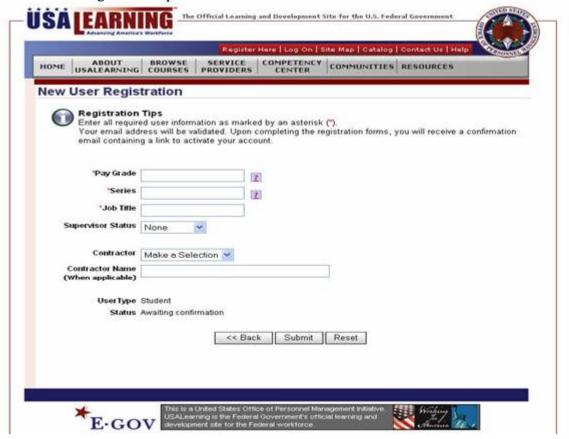


Figure 2. New User Registration Page 2 of 3

Complete the following information as shown in figure 2 above:

- a) Select your **Agency** from the drop down box on the screen (Office of Personnel Management)
- b) Enter your **Division**.
- c) Enter your State
- d) Enter your **Country** (if outside U.S.)
- e) Select the radio button for your **Zip Code Type**
- f) Enter your Zip code
- g) Enter your Date of Birth (format: dd/mm/yyyy format)
- h) Enter your Entry on Duty (EOD) date (format: mm/yyyy format
- i) Enter your **Entry into Position** (EOP) date (format: mm/yyyy format)
- j) Select your Pay Plan from the drop down box (e.g., GS, WG). Contractors must select Other

k) Click **Next** at the bottom of this screen to continue with registration. You may select **Back** if you need to make changes on the previous



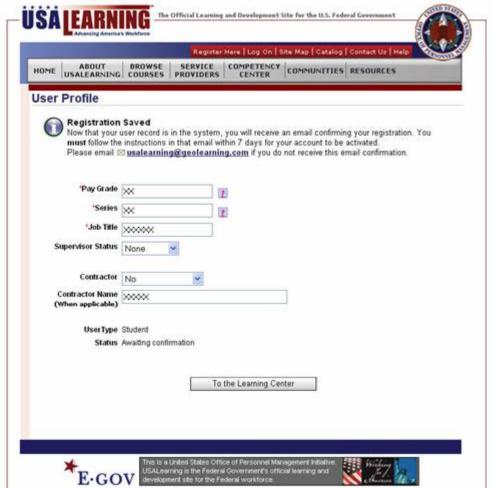
screen.

Figure 3. New User Registration Page 3 of 3

Complete the following information as shown in figure 3 above:

- a) Enter your Pay Grade (Federal Employees use your GS #, Contractor use 01)
- b) Enter your **Series** (Federal Employees use appropriate #; Contractor use 00)
- c) Enter your **Job Title** (Provide Description, e.g., Computer Analyst)
- d) Enter your **Supervisor Status** from the drop down box (e.g., None)
- e) Select your **Contractor** status from the drop down box (either "Yes" or "No"). If you selected "Yes", enter your **Contractor Name** in the **Contractor Name** field
- f) Your **User Type** is defaulted to Student
- g) Your **Status** currently is Awaiting confirmation
- h) Click **Submit** at the bottom of the screen to complete your registration. You may select **Back** if you need to make changes on the previous screen.

WARNING: Selecting Reset will erase all data from the system! If you select this option, you will have to start the registration process again from the



beginning!

Figure 4. User Profile

You have now successfully created your user profile as shown in figure 4. You should see **Registration Saved** appear at the top of the screen. This screen provides you with confirmation that your registration is complete.

Step #2: Account Activation

Now that you have registered, please wait until you receive an email at your email account confirming your USALearning account activation. This email will come from techs@geolearning.com and the subject of the email is titled "USALearning: Confirmation Required!"

You **MUST** follow the instructions that are contained inside that email within **7 calendar** days for your account to be activated. Please complete this process as soon as possible to finalize your account setup.

Step #3: Logging on to USALearning System

Once you have activated your account, you will be able to log on to the USALearning system. It is important for you to complete this step as a validation to ensure you can gain access to the USALearning system.

- 1. Proceed to the USALearning web-site by entering the following URL into your web browser: www.usalearning.gov
- 2. On the right side of the screen you will see a log on area (as shown in figure 6 below):



Figure 6. Login Screen

- 3. Enter your **User Name** (which is your e-mail address) and your **Password** into the fields as shown in figure 6 above. Select **GO** to login to the USALearning System.
- 4. A "Welcome" message in the log on area will verify that you have logged on successfully (as shown in figure 7 below).



Figure 7. Login verifications Screen

This completes the log on process.

Step #4: Registering for courses on the USALearning System

- 1. You must be logged in before registering for courses.
- 2. Click the 'catalog' button in the red navigation bar.
- 3. Click the 'free library' button. You will now see all of the categories of free courses that are available on the USALearning site. Clicking on the category will display a list of all of the available courses. Click on the title of a course to get a detailed description. This is where you register for the course. After hitting the 'register for this course' button, you will be prompted to enter responses to two surveys asking for the purpose and type of training. Once these have been answered, you will get a registration successful message.

Step #5: Launching a course on the USALearning System

- 1. Click the 'my catalog' button in the red navigation bar.
- 2. Click on the title of the course you wish to launch.